



COMMONWEALTH of VIRGINIA

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

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EXAMINATION POLICY

#600-01

EXAMINATION FEES

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EFFECTIVE DATE: March 18, 2003

APPROVED BY:

I. HISTORY

This policy supersedes Examination Policy 600-EX-001, dated August 22, 2000.

II. PURPOSE

The purpose of this policy is to ensure accurate, consistent and fair handling of examination fees received by the Department. This policy does not apply to fees paid by candidates directly to examination vendors under contract to the Department.

III. POLICY

The Department of Professional and Occupational Regulation will observe consistent and objective standards in the handling of examination fees.

IV. DEFINITIONS

Extenuating circumstances Hospitalization and/or short term disability of the examination candidate, a death or illness in the candidate's family, a call to active duty in the United States military or other circumstances beyond the candidate's control.

Family For the purposes of this policy, family will refer to the candidates' spouse, stepchildren, parents, grandparents and siblings.

V. PROCEDURES

- A. All extenuating circumstances as defined in Section IV of this policy must be documented and submitted to the Director of the Office of Education and Examinations for consideration in determining whether late fees will be accepted or fees will be applied to the next scheduled examination.
- B. Examination fees are non-refundable except in situations where a candidate passes an examination and does not receive pass notification prior to applying and submitting the appropriate examination fee for the next examination administration.
- C. Candidate fees not received on, or prior to, the examination fee deadline date will automatically be applied to the next scheduled examination.
- D. Candidates scheduled for an examination who want to postpone the examination and apply the examination fee to the next available examination must submit a written request to the Office of Education and Examinations prior to the exam fee deadline. Postponements will be granted one time.
- E. Candidates scheduled for the Waterworks Operator, Wastewater Works Operator and Waste Management Facility Operator examinations may request a postponement and application of examination fees to the next available examination any time prior to the date of examination. Postponements will be granted one time.
- F. Candidates who fail to appear for a scheduled examination must submit a written request to the Office of Education and Examinations for examination fees to be applied to the next available examination. Approval will be granted only under extenuating circumstances.
- G. The requirements detailed in C, D, E and F may be waived if evidence of an extenuating circumstance is reviewed and approved by the Director of the Office of Education and Examinations.
- H. All examination fees, subject to paragraphs D and E of this policy, shall remain active for one year or until the examination is administered, whichever comes first. After that period, all fees will be forfeited.

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